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AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

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TO: Supervisor Don Knabe, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley   
Auditor-Controller

SUBJECT: **FRANKLIN D. ROOSEVELT ELEMENTARY SCHOOL AFTER-SCHOOL  
ENRICHMENT PROGRAM CONTRACT REVIEW**

We have completed a contract compliance review of the Franklin D. Roosevelt Elementary School (Roosevelt or Agency), a subcontractor of the Los Angeles County Office of Education (LACOE), an After-School Enrichment Program (ASEP) service provider for the period of July 2003 through June 2004. The review was conducted as part of the Auditor-Controller's Centralized Contract Monitoring Pilot Project.

**Background**

The Department of Public Social Services (DPSS) contracts with LACOE to provide an after-school enrichment program to eligible CalWORKs children who are enrolled in Los Angeles County school districts outside of the Los Angeles Unified School District. LACOE administers after-school programs, which incorporates educational, recreational, and enrichment activities at elementary school sites with a high enrollment of CalWORKs children. LACOE subcontracts with school districts and non-profit organizations to provide ASEP at 81 school sites. Roosevelt is one of the 81 school sites that provide ASEP using staff from the Richstone Family Center, a Community Based Organization. Roosevelt is located in the Second District.

Roosevelt is paid a negotiated rate of \$10 to \$20 per student per session based on the number of hours of each session. For Fiscal Year 2003-04, LACOE paid Roosevelt approximately \$81,000.

*"To Enrich Lives Through Effective and Caring Service"*

### **Purpose/Methodology**

The purpose of the review was to determine whether Roosevelt provided the services outlined in their contracts with LACOE and DPSS. We also evaluated Roosevelt's ability to achieve planned service and staffing levels. Our monitoring visit included a review of the Agency's invoices, weekly activity schedules, student attendance records, personnel and payroll records, and interviews with staff and students.

### **Results of Review**

Roosevelt is providing the services outlined in its contract. Roosevelt's monthly student enrollment did not significantly vary from its planned service levels. Roosevelt maintains documentation to support the services billed to DPSS and employs the appropriate number of staff to perform those services. In addition, the students interviewed stated that they enjoyed the program and participated in various activities, including reading, writing, computer, homework assistance, music, and recreation. However, Roosevelt did not maintain documentation to support tuberculosis tests and fingerprint clearances of two staff as required by the contract. As a result, we could not confirm that the staff met the required contract qualifications.

The details of our contract compliance review, along with a recommendation for corrective action, are attached.

### **Review of Report**

We notified DPSS of the results of our review and discussed our report with Roosevelt and LACOE representatives. LACOE management agreed with the report's findings and will provide a corrective action plan to DPSS within 30 days.

We thank Roosevelt for their cooperation during this review. Please call me if you have any questions, or your staff may contact Don Chadwick at (626) 293-1102.

JTM:DC:EB

Attachment

c: David E. Janssen, Chief Administrative Officer  
Department of Public Social Services  
Bryce Yokomizo, Director  
Gail Dershewitz, Division Chief, Research, Evaluation and Quality Assurance Division  
Sheri Lewis, HSA III, Child Care Program Section  
Darline P. Robles, Ph.D., Superintendent, Los Angeles County Office of Education  
Dayla Sims, Principal, Franklin D. Roosevelt Elementary School  
Violet Varona-Lukens, Executive Officer  
Public Information Office  
Audit Committee

**CENTRALIZED CONTRACT MONITORING PILOT PROJECT  
AFTER-SCHOOL ENRICHMENT PROGRAM  
FISCAL YEAR 2003-2004  
FRANKLIN D. ROOSEVELT ELEMENTARY SCHOOL**

**BILLED SERVICES**

**Objective**

Determine whether Franklin D. Roosevelt Elementary School (Roosevelt or Agency) billed the Los Angeles County Office of Education (LACOE) for valid and authorized contract services.

**Verification**

We interviewed the Agency's site coordinator and reviewed student attendance records and monthly activity plans. We also observed students receiving snacks and participating in reading, cooking, and recreational activities during the After School Enrichment Program (ASEP).

**Results**

We reconciled the names of the students that Roosevelt billed LACOE to Roosevelt's daily attendance records. We also confirmed that the type of activities and snacks provided meet the contract requirements.

**Recommendations**

**There are no recommendations in this section.**

**PARTICIPANT VERIFICATION**

**Objectives**

Determine whether Roosevelt provided ASEP services to only eligible students.

**Verification**

From the June 2004 invoice, we interviewed six students to confirm that they received ASEP services as shown in the monthly activity plan. We also verified the students' eligibility status on the Gain Employment Activity and Reporting System and Single Index System.

**Results**

All six students were eligible for ASEP. The students interviewed stated that they enjoyed the program activities. They also stated that they received a daily snack and participated in various activities, including reading, writing, homework assistance, and recreation.

**Recommendations**

**There are no recommendations in this section.**

**STAFFING LEVELS****Objective**

Determine whether Roosevelt's staff-to-students ratio does not exceed 1:20 ratio as required by the Department of Public Social Services (DPSS)' contract with LACOE.

**Verification**

We interviewed a site coordinator and reviewed Roosevelt's timekeeping records. We also observed ASEP staff working with students.

**Results**

On July 22, 2004, we made an unannounced visit to Roosevelt and observed seven staff working with 125 students. The staff-to-students ratio does not exceed 1:20.

**Recommendations**

**There are no recommendations in this section.**

**STAFFING QUALIFICATIONS****Objective**

Determine whether the Agency's staff meet the qualifications as required by the DPSS' contract with LACOE. The contract requires that site coordinators attend college for a minimum of two years and other staff have a high school diploma. In addition, staff that are assigned to work with students need to obtain a background clearance, including a fingerprint check and tuberculosis (TB) test.

**Verification**

We selected one site coordinator and four program staff. We interviewed all five staff and reviewed their personnel files.

**Results**

The site coordinator obtained proper background clearance and met the education requirements. However, for two (20%) of the five staff selected, the Agency did not provide documentation indicating that the staff completed the required fingerprint clearances and TB tests. Both staff stated that they had completed the fingerprint clearances and TB tests, as required by the County contract. However, without the documentation, we could not confirm that the staff meet the contract qualification requirements. We recommend that LACOE ensure that the Agency maintains documentation to support staff's compliance with required contract qualifications including fingerprint clearances and TB tests for all employees.

**Recommendation**

1. **LACOE ensure that the Agency maintains documentation to support staff's compliance with required contract qualifications including fingerprint clearances and TB tests for all employees.**

**SERVICE LEVELS****Objectives**

Determine whether Roosevelt's reported service levels of 54 CalWORKs students per month.

**Verification**

We obtained the number of students serviced from LACOE's invoices and compared the numbers against the planned service levels.

**Results**

During our review period, Roosevelt's actual service levels of 46 students per month did not significantly vary from their planned services levels of 54 students per month. It should be noted that LACOE is in the process of reviewing actual service levels of all school sites providing ASEP and will adjust Roosevelt's planned service levels, if needed.

**Recommendations**

**There are no recommendations for this section.**